



# **United States Army Reserve Reserve Officer Training Corps (ROTC) Vacancy Hold Request Process**

## **Initial Military Training**



# OUTLINE



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# OVERVIEW



USARC G-1, Initial Military Training (IMT), Officer Accessions Manager is responsible for placing Cadets into valid vacant officer positions.

REQUEST is the primary system used to find valid available vacancies. Vacancies will be put on “Hold” until commissioning and accession into the Army Reserve.



# PURPOSE



The vacancy hold request (VHR) process is utilized to assign newly accessed Army Reserve Officers from the Senior Reserve Officer Training Corps (ROTC) programs into Army Reserve positions.



# PHASE OUTLINE



## Phase 1

**Cadet reviews Unit  
Vacancy List**

**Cadet submits Vacancy  
Request to USARC G1  
IMT Branch**

**USARC G1 IMT Branch  
initiates VHR**

## Phase 2

**USARC G1 IMT  
confirms Vacancy**

**Official VHR provided  
to Cadet and gaining  
AR Unit**

**BOLC scheduling  
process begins**

## Phase 3

**Sponsorship initiated**

**SROTC Cadre submit  
Commissioning Packets  
to HRC**

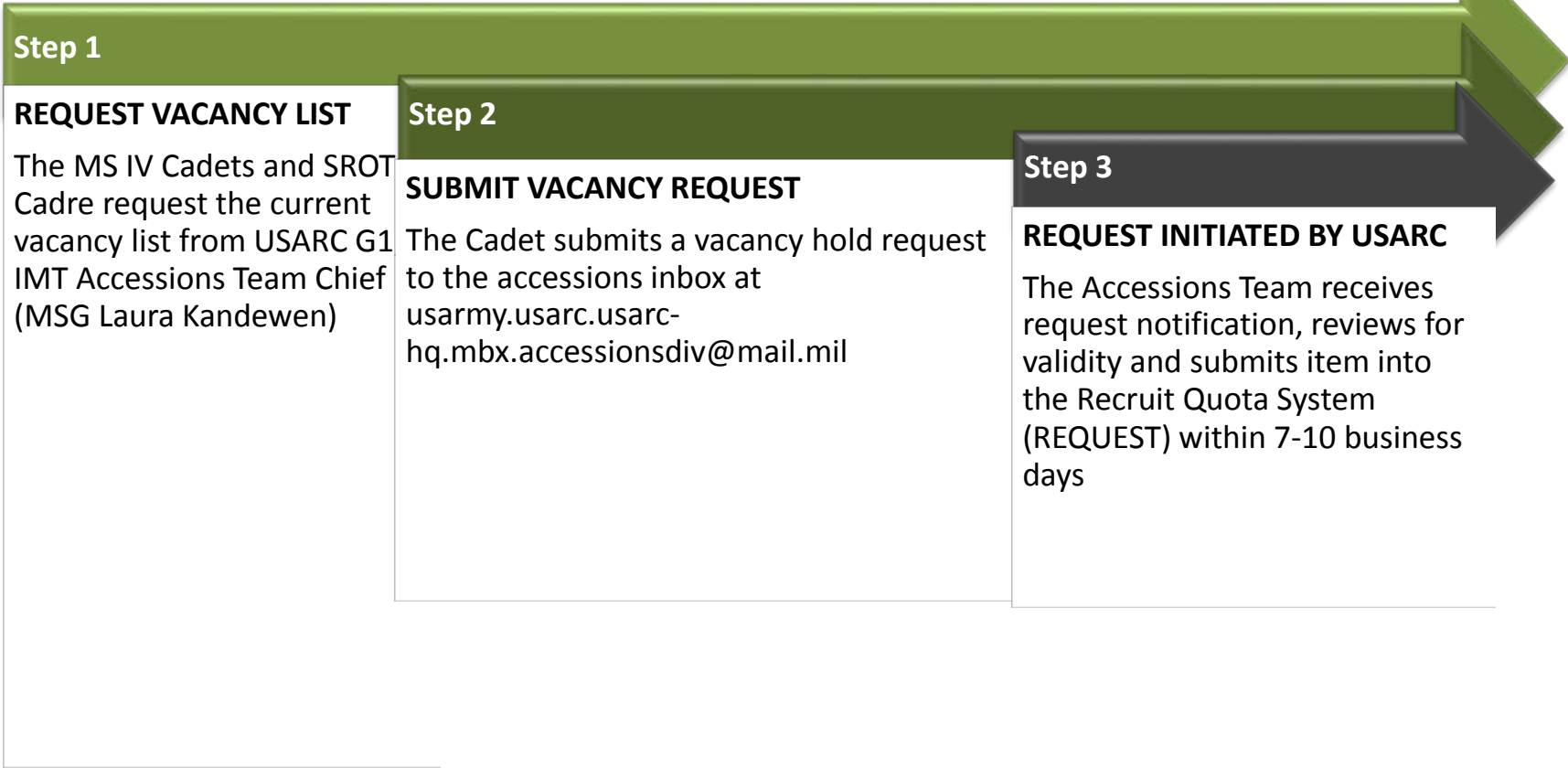
**HRC issues final order  
for unit of assignment**



# VACANCY HOLD REQUEST PROCESS



## Phase 1. Vacancy Validation (Steps 1-3)



The initial phase (steps 1-3) in the vacancy hold process is critical toward accurately identifying valid unit vacancy positions within proximity of newly accessed AR officers projected home of record. This process from start to completion can take up to 30-45 days as determined by the order the VHR is received.



# VACANCY HOLD REQUEST PROCESS



## Phase 2. Vacancy Confirmation (Steps 4-6)

### Step 4

#### **RESERVATION CONFIRMATION**

The reservation is confirmed within 72 hours in the Reserve Components Manpower System (RCMS) and the REQUEST system generates official VHR

### Step 5

#### **OFFICIAL VHR ISSUED**

The official VHR is emailed to the SROTC Cadet and must be placed into the commissioning packet; the gaining unit will also be furnished a copy

### Step 6

#### **BOLC MANAGEMENT**

The Cadet will be provided with the IMT Basic Officer Leadership Course (BOLC) branch manager contact information to schedule BOLC attendance date with the official VHR

The intermediate phase (steps 4-6) in the vacancy hold process confirms the hold on the vacancy is available and valid in REQUEST.

The Army Reserve unit and Service Member initial correspondence and sponsorship will occur during phase 2. The BOLC Management will be identified for correspondence and BOLC scheduling.



# VACANCY HOLD REQUEST PROCESS



## Phase 3 Vacancy Completion (Steps 7-9)

### Step 7

#### UNIT SPONSORSHIP

The Cadet and gaining unit must correspond to initiate sponsorship and in-processing prior to attending BOLC

### Step 8

#### COMMISSIONING PACKET COMPLETION

The Cadet commissioning packet will be submitted to HRC within 5 business days by the SROTC Human Resource Assistant after meeting all commissioning requirements

### Step 9

#### FINAL UNIT ASSIGNMENT ORDERS

HRC Officer Accessions Branch will review the commissioning packet for compliancy and issue unit assignment orders within 45-60 days; Obtaining the unit assignment orders and in-processing at the unit will complete the accessions process (Note: the incoming Soldier is highly encourage to correspond with gaining unit during the sponsorship process)

The final phase (steps 7-9) completes the vacancy hold process with the validation of administrative commissioning requirements submitted to HRC for final review and processing.





# PROCESS SUMMARY



## 9 Step Process

### Phase 1

1. The MS IV Cadets and SROTC Cadre request the current vacancy list from USARC G1, IMT Accessions Team Chief (MSG Laura Kandewen)
2. The Cadet submits a vacancy hold request to the accessions inbox at [usarc.usarc.usarc-hq.mbx.accessionsdiv@mail.mil](mailto:usarc.usarc.usarc-hq.mbx.accessionsdiv@mail.mil) with the following information:
  - a. **Name**
  - b. **Full SSN**
  - c. **Unit Data (Include Name of Unit, UIC, Location City & State, Branch, AOC)**
  - d. **Vacancy Control Number (7 digit number on the Vacancy List provided)**
  - e. **Projected Commission Date**
  - f. **Completed Cadet Summer Training (CST) (Yes or No)**
  - g. **USAR GRFD (Yes or No)**

### Phase 2

3. The Accessions Team receives request notification, reviews for validity and submit item into the Recruit Quota System (REQUEST) within 7-10 business days
4. The reservation is confirmed within 72 hours in the Reserve Components Manpower System (RCMS) and the REQUEST system generates OFFICIAL VHR
5. The Official VHR is emailed to the SROTC Cadet and must be placed into commissioning packet; the gaining unit will also be furnished a copy
6. The Cadet will be provided with the IMT Basic Officer Leadership Course (BOLC) branch manager contact information to schedule BOLC attendance date with the Official VHR

### Phase 3

7. The Cadet and gaining unit must correspond to initiate sponsorship and in-processing prior to attending BOLC
8. The Cadet commissioning packet will be submitted to HRC within 5 business days by the SROTC Human Resource Assistant after meeting all commissioning requirements
9. HRC Officer Accessions will review the commissioning packet for compliancy and issue unit assignment orders within 45-60 days; Obtaining the unit assignment orders and in-processing at the unit will complete the accessions process. (Note the incoming Soldier is highly encourage to correspond with gaining unit during the sponsorship process)



# POINTS OF CONTACT



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